



# Hendry County Sheriff's Office

## General Order 5.5

<b>TITLE:</b> Research and Planning	<b>SHERIFF'S APPROVAL:</b> Digital
<b>ORIGINATION DATE:</b> December 8, 2017	<b>REVISION DATE:</b> May 7, 2019
<b>RELATED REFERENCES:</b>  <b>CFA:</b>	
<b>REVIEW FREQUENCY:</b> 3 YEARS 2022	<b>DATE OF NEXT REVIEW:</b> May 7,

**I. PURPOSE:** To establish guidelines for members on effective management coordination.

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**II. SCOPE:** This order shall apply to all sworn/certified sheriff's office members and select civilian members.

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**III. POLICY:** The Chief Deputy will provide planning and research activities for the agency to maintain effective and efficient management coordination. The Chief Deputy or designee will have access to all necessary information and resources required to carry out directives of the Sheriff. The Sheriff may from time to time assign research and planning projects to other command staff.

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### **IV. PROCEDURE:**

A. The responsibilities for research and planning is assigned to the Chief Deputy, who will assign research projects as necessary, and include:

1. Prepare staff studies on law enforcement planning and research matters.
2. Serve as a resource in law enforcement planning and research matters.
3. Develop or assist in the creation of short – and long-range agency plans.
4. Assist in the preparation of agency written directives.
5. Analyze and report on various agency programs, and prepare summary reports for the Sheriff.
6. Perform and assist in the development of special projects as directed by the Sheriff.
7. Respond or coordinate the response to surveys for the Sheriff.
8. Act as liaison between the agency and other agencies nationwide in relation to activities of research and planning.

B. The Crime Analysis Unit will provide statistical analysis of field operational activities, which will be disseminated to affected organizational units and are available on the Sheriff's Office intranet.

These reports will be utilized in compiling the long-range plan for the agency. The list of reports will include, but are not limited to, the following:

1. Call-for-service analysis reports
  2. Response times by sector and zone
  3. Activity and arrest data
  4. Projections of anticipated demand for service and population trends
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## **V. GLOSSARY**

**Crime Analysis** – Provides a system of collecting and analyzing crime data from a variety of sources and disseminating that information to the appropriate personnel within the department as well as other law enforcement agencies.

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**Your electronic signature in Power DMS acknowledges you have read this policy and understand it.**